

## **SHOALWATER BAY INDIAN TRIBE JOB DESCRIPTION**

<b>Job Title:</b>	<b>Chief of Police</b>
<b>Department:</b>	<b>Law Enforcement</b>
<b>Reports To:</b>	<b>Tribal Administrator</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Prepared By:</b>	<b>Human Resources</b>
<b>Prepared Date:</b>	<b>2/08</b>
<b>Approved By:</b>	<b>Tribal Administrator</b>
<b>Approved Date:</b>	<b>3/08</b>

**SUMMARY:** The Chief of Police is responsible for the enforcement of the codes and ordinances of the Shoalwater Bay Indian Tribe, for preserving the public peace, and for protecting life and property. Work involves general law enforcement duties for the Shoalwater Bay Indian Tribe. Plans, organizes, coordinates, prioritizes, assigns, hires, terminates, disciplines, and evaluates the work of Police Officers, Sergeants, Captains and all other employees of the Police Department. Plans, organizes, coordinates, assigns, places Reserve Officers per the Reserve Officer Program. Plans, organizes, and directs all programs and activities of the department. Prepares the annual budget and work plan for the department. Reviews operations, makes assignments, and applies effective law enforcement practices and procedures. Assures proper police and safety standards are maintained; assures work of department is carried out properly and effectively. Prepares reports, summaries, correspondence related to work. Develops and implements policies for the department. The Chief of Police consults with the Tribal Administrator and Tribal Council in determining plans and policies to be observed in the conduct of enforcement operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plans and directs the implementation of the department's short and long term goals, objectives and strategies.
- Writes reports on departmental activities and presents to Tribal Administrator and/or Tribal Council.
- Presents budget estimates, controls expenditures of departmental appropriations and establishes operational standards of the department.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality service to the community.
- Shall report for duty physically fit, mentally alert, neatly dressed and properly groomed, and with the prescribed uniform and equipment.
- Shall maintain clothing, firearm and equipment in a functional, presentable condition, promptly correcting and/or reporting to his/her supervisor any defects.
- Operate an automobile in patrolling assigned areas for the prevention of crime and the enforcement of traffic laws and regulations.

- Knowledge of local, State and Federal laws, codes, regulations and ordinances. Learn Tribal laws, codes, regulations and ordinances.
- Enforces all local, State, Federal and Tribal laws.
- Work with Grant Coordinator/Writer to fund Law Enforcement Department Program.
- Meet with Controller/CFO as needed to lobby for adequate funding for Law Enforcement Department.
- Manage and keep law enforcement software current and up-to-date; i.e. ticket entries, etc.
- Produce reports for grant funding and other decision making purposes.
- Work fully and cooperatively with all other departments.
- Administer performance development plans for officers, training, additional classes, including, but not limited to type of training, dates, cost, how to be paid, plan for covering shift while office is attending training, etc.
- Knowledge of modern law enforcement practice methods.
- Ability to further develop skill in the use and care of a variety of firearms and law enforcement equipment.
- Must be able to communicate clearly; orally and in writing.
- Must be able cope with stressful situations firmly, tactfully and with respect to individual rights and dignity.
- Renders medical/first aid/CPR.
- Requests medical attention when necessary
- Operate assigned equipment skillfully, safely and in conformance with applicable laws or regulations.
- Participate in in-service, basic and any other training.
- Maintain department issued equipment.
- Provide security at special events.
- Physical strength and agility sufficient to perform law enforcement work.
- Establishes and maintains effective working relationships with staff, community and representatives of Federal, State, local, and other Tribal agencies.
- Uses effective team building to manage department personnel.
- Must be courteous and dedicated to law enforcement work.
- Ability to establish and maintain effective working relations within the community, Tribal Council, Tribal departments, committees, and outside resources with firmness, tact, and impartiality.
- Perform a broad range of supervisory responsibilities including the selection, scheduling, training, and supervision in performing varied operations connected to departmental activities.
- Ability to analyze complex problems and situations and to propose quick, effective and reasonable courses of action.
- Ability to organize information, maintain organized files, notes and records, and be able to organize and plan multiple tasks and projects.
- Maintain personal integrity and cultural sensitivity.
- Perform other duties as assigned.

**SUPERVISORY REQUIREMENTS:** Directly supervises employees, and Reserves, in the Police Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Must be at minimum twenty-one years of age. Required to possess and maintain a valid Washington State Drivers License and eligible for the Tribe's automobile insurance.. Bachelors degree in Police Science, criminology or related field. Seven (7) years successful law enforcement experience with knowledge of Indian County jurisdiction. Two (2) to three (3) years experience in a supervisory capacity. Successful completion of the approved Basic Policy Training Course conducted at the Indian Police Academy, State Police Academy or equivalent training in law enforcement.

**RESIDENCY:** Employee who resides outside the twenty (20) mile radius from the Police Department is required to establish and maintain their residence inside the twenty (20) mile radius within six (6) months from date of hire.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to apply common sense understanding during normal and stressful conditions. Ability to compile and analyze data and to prepare a variety of reports.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of Basic Law Enforcement School Certificate issued by the State of Washington Criminal Justice Training Commission. Current First Aid and CPR Certification.

## **ESSENTIAL COMPETENCIES**

### **Honesty/Integrity**

Always treats others equally and in a professional manner regardless of any bias. Demonstrates and complies with departmental policies and procedures. Accepts

accountability for his/her own actions. Accepts constructive criticism. Handles all situations with an ethical course of action. Always takes into consideration how his/her actions affect the community and the department.

### **Responsibility**

Always maintains equipment/work area in proper working order. Receives instruction and is able to follow them completely, no matter how complex. Always follows acceptable Police Officer safety procedures. Always operates vehicles safely and courteously. Obeys traffic laws.

### **Serves Customers (Community)**

Is aware of community events that may affect normal duties. Pays attention in briefings and applies the information to make contacts. Communicates well with victims. Offers them alternatives so that they feel safe. Responds immediately to calls. Has a high level of orientation to the Tribe. Maintains a high level of activity. Works cases thoroughly and does appropriate follow up.

### **Decision Making/Problem Solving**

Is able to reason through complex situations and bring cases to an acceptable conclusion. Maintains a professional demeanor in all situations. Controls feelings and emotions. Is a leader within the shift. Always maintains a productive working relationship with other staff. Works as a team to accomplish tasks. Seldom needs assistance, but asks when needed. Makes decisions after considering all the evidence. Considers source and content of information received.

### **Listening/Speaking**

Is always aware of own radio traffic. Transmits clear and concise information. Follows proper radio procedure. Aware of other Officer radio traffic. Polite and courteous on the radio. Able to get all relevant information from victims or witnesses. Uses compassion and empathy when needed. Uses proper interview and interrogation techniques. Maintains a professional demeanor or and controls emotions. Always communicates in a clear effective manner. Is able to communicate all the information gathered into words to be dictated for a written report.

### **Acquiring Information**

Always collects appropriate information that is needed for reports, i.e. victim, witness, suspect information, etc. Disseminates information accordingly to assist with investigation. Demonstrates a clear understanding of search and seizure rules, i.e. Miranda, search warrants, detentions vs. arrest. Always processes a crime scene for all evidence available. Is able to recognize and collect possible items of evidence. Exhausts all possible leads on cases. Is able to examine conflicting information and reach the correct decision.

### **Negotiating**

Can control most situations with verbal skills. Chooses appropriate verbal techniques for different situations. Applies the appropriate levels of physical force when required.

Always selects the right technique for each situation. Is able to de-escalate criminal and non-criminal situations. Demonstrates the ability to determine if an offense has occurred. Always able to come to an appropriate solution for non-criminal disputes, i.e. keep the peace, family disputes and other civil situations. Listens to both sides of the story and offers a solution that is fair and ethical.

### **Writing (Reports)**

Written reports contain all relevant facts to a case. Reports are typed in a logical manner so they are easy to read. Routine forms are accurate and complete, i.e. accident reports, alarm notices, field notes, summons, etc. Always completes reports in an appropriate amount of time. Completes reports on same day unless otherwise approved. Penmanship is legible and uses correct grammar.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear to communicate clearly and distinctly face-to-face as well as over the radio in normal and adverse conditions. Is frequently required to sit, stand and walk. The employee is frequently required to use hands to finger dexterity, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, talk or hear; utilize arm and hand steadiness and manual dexterity to use weapons necessary to prevent injury or to protect self and others; maintain stamina and tolerance enough to remain physically and mentally alert for short bursts of extremely intense work and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate. Occasionally the employee will deal with irate, abusive and disorderly people; deal with the public in situations involving possible severe physical and personal trauma; have exposure to potentially dangerous people, animals and objects; and have exposure to outdoor weather conditions and moderate noise levels.

**AT-WILL EMPLOYMENT:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform

any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.